

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** ADMINISTRATIVE COORDINATOR I/II  
(Facilities Management Unit)

**LOCATION:** Sacramento

**JOB REQ #:** 2666

### DEPARTMENT STATEMENT

Under general supervision, the Administrative Coordinator II position with the Office of Court Construction Management (OCCM) of the Administrative Office of the Courts (AOC) performs a variety of administrative support duties in the coordination of projects and programs for the Facilities Management Unit. Various crafts and maintenance personnel at the local and regional level will staff this unit as facilities transfer to the state. The administrative support staff will assist the Operations and Maintenance Services Managers responsible for setting standards and ensuring achievement of objectives for this unit. This unit will provide the day-to-day building administration, operations, maintenance, janitorial, and minor repair activities necessary to support the court's needs.

### RESPONSIBILITIES

- Assist the Regional Manager in human resources tasks including selection, retention, training and development;
- Assist Regional Manager in editing and updating of the Facilities Operation and Maintenance Manual;
- Assist in competitive procurement of and monitors schedules for building maintenance and operations contracts;
- Assist in studies to forecast and evaluate operations and maintenance needs; equipment replacement requirements; staffing requirements; and cost effectiveness of programs, equipment, and procedures;
- Participates in developing and implementing a comprehensive facilities customer satisfaction program, compiling and analyzing customer service ratings;
- Assists in the development and management of key sourcing and materials strategies; assists in review of vendors in terms of contracted output requirements;
- Reviews and evaluates status reports to determine problem areas and plan improvements in the allocation and utilization of personnel, materials, time, and equipment;
- Develops a working knowledge of Region-specific administrative priorities and assists in appropriately aligning facilities management resources;
- Assist in records management for inspections, safety programs, and required reporting and documentation;
- Assist with implementation of Computer Aided Facilities Management Database;
- Work evening and weekend hours as necessary;
- Travel statewide or regionally as necessary; and
- Perform other administrative duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

At both levels, additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

### **DESIREABLE QUALIFICATIONS**

Knowledge of:

- Principles and practices of vendor management.
- Basic familiarity with current practices and materials used in the repair of buildings and facilities.
- Basic principals of contract law, public purchasing, research, cost analysis and control, budgeting, and accounting.
- Contract administration and termination techniques.

### **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Admin Support (Meet/Conf Svc)", and search for Job Req. #2666, Administrative Coordinator II. This position requires the submission of our official application and response to the supplemental questions attached.

To request a printed application, please contact:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4272 Telecommunications Device for the Deaf

### **PAYMENT & BENEFITS**

Salary Range: \$4,184 – \$5,086 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

A supplemental questionnaire follows this announcement.

**Supplemental Questionnaire  
for  
Administrative Coordinator I/II (Facilities Management Unit)  
Job Requisition #(2666)**

1. Please describe your level of proficiency with Microsoft Outlook:as "Beginner", "Intermediate", "Advanced" or "None".
  
2. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
  
3. Please describe your level of experience with calendaring software and describe a project using that software.
  
4. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.
  
5. Please describe your experience in writing meeting materials and proofreading the work of others.